

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

STATE OF CALIFORNIA
DEPARTMENT OF BOATING AND WATERWAYS
EXAMINATION ANNOUNCEMENT

JUNIOR CIVIL ENGINEER
DEPARTMENT OF BOATING AND WATERWAYS
OPEN – SPOT SACRAMENTO



FINAL FILING DATE: JUNE 18, 2007

Applications (Form 678, REV. 8-97) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date **will not** be accepted for any reason.

WHO CAN APPLY

This is an open examination. Applications will not be accepted on a promotional basis. Career Credits do not apply. Applicants who meet the minimum qualifications may apply for this examination no later than the Final Filing Date of June 18, 2007.

HOW TO APPLY

To learn more about the job and testing arrangements, contact the testing office listed below. Each department has their own testing office which conducts their own examinations. Applications are available and may be filed in person or by mail with:

**Department of Boating and Waterways
Personnel Office
2000 Evergreen Street, Suite 100
Sacramento, CA 95815-3888**

SUBMIT APPLICATIONS ONLY TO THE ADDRESS ABOVE.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

NOTE: Applications are available at local offices of the Employment Development Department and also at the State Personnel Board's offices or web site (www.spb.ca.gov).

SPECIAL TESTING ARRANGEMENTS

Please indicate in question #2 on the application if you have a disability and need special testing arrangements. You will be contacted to make specific arrangements.

REQUIRED IDENTIFICATION

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable job title or civil service class title(s).

POSITIONS EXIST IN:

Sacramento only.

QUALIFICATIONS APPRAISAL

No written test is required. The entire examination will consist of a Qualifications Appraisal Interview. It is anticipated that interviews will be held in July or August 2007 at the Department's headquarters office in Sacramento.

SALARY RANGE

\$3,838.00 - \$4,442.00 per month

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ELIGIBLE LIST INFORMATION

A departmental "Open" list will be established for the Department of Boating and Waterways. The list will be abolished 12 months after it is established unless the needs of the services and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by **JUNE 18, 2007**. NOTE: IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.

MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, or "II" or "III". For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

Graduation from a curriculum in civil engineering accredited by the Accreditation Board for Engineering and Technology. (Registration as a "senior" in such a curriculum will admit an applicant to the competition, but he/she must produce evidence of graduation before he/she will be considered eligible for appointment.)

Or II

Graduation from an engineering curriculum which includes the basic engineering courses normally covered in a standard four-year course, and by qualifying in a written examination covering basic civil engineering. (Registration as a "senior" in such a curriculum will admit an applicant to the qualifying examination, but he/she must produce evidence of graduation before he/she will be considered eligible for appointment.)

THE POSITION

Assists in engineering work in connection with projects relating to land, hydraulics, roads, buildings, wharves, piers, sanitary facilities, and similar works; acts as instrument person in a surveying party and, in the absence of a superior, takes temporary charge of the party; keeps survey and construction notes; makes engineering calculations in connection with field or office work; does simple design work and drafts working plans and detail drawings and tracings; makes or revises maps, charts, and diagrams; acts as inspector on a variety of construction projects such as structural steel, and concrete and timber construction; inspects, makes field or laboratory tests, or takes samples for laboratory analysis on materials being used for construction projects; makes field inspections of existing structures to determine extent of damage, deterioration, or defects; assists in the preparation of progress and construction reports and estimates; may assist in development or maintenance of computer programs.

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EXAMINATION INFORMATION

This examination will consist of a Qualifications Appraisal Interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Competitors who do not appear for the interview will be disqualified.

QUALIFICATIONS APPRAISAL – WEIGHTED 100%

SCOPE

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Basic principles of physics, chemistry, and mathematics as applied to civil engineering.
2. Surveying.
3. Hydraulics.
4. Stress analysis.
5. Mechanics.
6. Strength.
7. Properties, and uses of engineering construction materials.
8. Methods and equipment of engineering construction.

B. Ability to:

1. Do simple mapping and drafting and make neat and accurate computations and engineering notes.
2. Prepare reports.
3. Establish and maintain friendly and cooperative relations with those contacted in the course of the work.
4. Communicate effectively.

VETERANS' PREFERENCE CREDITS

Veterans' Preference Credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.

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GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Department of Boating and Waterways at (916) 263-0354 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Boating and Waterways.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited to or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veteran Preference Points: California law allows granting of veterans preference points in open entrance examinations and open nonpromotional examinations. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in open nonpromotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference Application form (Form 1093) which is available from the State Personnel Board, 801 Capitol Mall, Sacramento, CA. 95814, written test proctors, and the Department of Boating and Waterways, 2000 Evergreen Street, Suite 100, Sacramento, CA. 95815-3888.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. California Relay (Telephone) Service for the Deaf or Hearing-Impaired: From TDD phones: 1-800-735-2929. From voice phones: 1-800-735-2922.

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